

DEPARTMENT OF TRANSPORTATION  
PROFESSIONAL SERVICES MANAGEMENT UNIT  
REQUEST FOR LETTERS OF INTEREST

THE NORTH CAROLINA DEPARTMENT OF TRANSPORTATION (NCDOT) DESIRES TO ENGAGE QUALIFIED PRIVATE CONSULTING FIRMS FOR CONSTRUCTION ENGINEERING AND INSPECTION SERVICES ON TRANSPORTATION PROJECTS THROUGHOUT THE STATE. The transportation projects may involve grading, drainage, culverts, bridges, drilled shaft construction, paving, noise walls, signing, signals, pavement markings and markers, and traffic control for the construction of the various routes including TIP, purchase order, and secondary road construction work.

**NOTE: THE FOLLOWING RULES WILL APPLY FOR THIS SUBMITTAL:**

- 1. THE PRIME FIRM WILL BE ALLOWED TWO SUBCONSULTANTS, WHICH MAY BE SUBMITTED WITH THE LETTERS OF INTEREST OR MAY BE NAMED AT A LATER DATE.**
- 2. A FIRM APPLYING AS A PRIME WILL NOT BE ALLOWED TO BE A SUBCONSULTANT ON ANY TEAM.**
- 3. A FIRM WHO IS A SUBCONSULTANT WILL ONLY BE ALLOWED TO BE ON ONE TEAM.**
- 4. FIRMS (PRIME OR SUBCONSULTANT), WHO SUBMITTED AS PART OF A TEAM THAT WAS NOT SELECTED, MAY BE ADDED AS SUBCONSULTANTS AT A LATER DATE TO PRIMES WHO WERE SELECTED.**

**The primary and/or subconsultant firm(s) shall be Pre-qualified to perform Roadway Construction Engineering and Inspection services and Structure Construction Engineering and Inspection services for the above referenced projects. Work Codes required are:**

- 00195 – Roadway Construction Engineering and Inspection**
- 00233 – Structure Construction Engineering and Inspection**

The duration of the contracts will be two (2) years with a one (1) year optional renewal or until the contract amount is depleted, whichever comes first. The proposed method of payment for this contract is actual cost for labor plus overhead, direct expenses, and a percentage fee up to a maximum amount.

The private engineering firm will be responsible for providing contract administration engineers and technicians with the appropriate skills, and qualifications to perform construction contract administration, inspection, materials sampling, materials testing, documentation of pay quantities, project closeout documentation and claims avoidance. In addition, the private engineering firms will be responsible for providing technicians with the appropriate skills, qualifications, and certifications to perform inspection, materials sampling, materials testing, documentation of pay quantities, and claims avoidance for the Department's Quality Assurance Asphalt Laboratories. The scope of work will be identified for each assignment on an as needed basis. The same degree of assistance will not be required on all assignments.

The Resident Engineers, Assistant Resident Engineers (Project Engineers), District Engineers, and Quality Assurance Lab Supervisors, as applicable, will be employees of the Department of Transportation and will be in direct control and responsible for the management of the construction

engineering, inspection, and contract administration. Any off-site material testing will be performed by the Department.

The technicians performing the inspection work must be NCDOT certified to perform materials sampling and testing or be able to obtain provisional certifications based on their combination of education, experience, and training. Asphalt testing will require technicians to be certified by NCDOT including but not limited to NCDOT QMS Level 1 certification.

The firms will be responsible for the tracking and billing various types of work orders or purchase orders for services performed.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State and with the North Carolina Board of Examiners for Engineers and Surveyors. Any firm proposing to use corporate subsidiaries or subcontractors must include a statement that these companies are properly registered with the North Carolina Board of Examiners for Engineers and Surveyors. The Engineers performing the work and in responsible charge of the work must be registered Professional Engineers in the State of North Carolina and must have a good ethical and professional standing. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or subcontractor prior to submitting a Letter of Interest. The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of \$1,000,000. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

## SMALL PROFESSIONAL SERVICE FIRM (SPSF) PARTICIPATION

The Department encourages the use of Small Professional Services Firms (SPSF). Small businesses determined to be eligible for participation in the SPSF program are those meeting size standards defined by Small Business Administration (SBA) regulations, 13 CFR Part 121 in Sector 54 under the North American Industrial Classification System (NAICS). The SPSF program is a race, ethnicity, and gender neutral program designed to increase the availability of contracting opportunities for small businesses on federal, state or locally funded contracts. SPSF participation is not contingent upon the funding source.

The SPSF must be qualified with the Department to perform the work for which they are listed.

Real-time information about firms doing business with the Department and firms that are SPSF certified through the Contractual Services Unit is available in the Directory of Transportation Firms. The Directory can be accessed by the link on the Department's homepage or by entering <https://apps.dot.state.nc.us/vendor/directory/> in the address bar of your web browser.

The listing of an individual firm in the Department's directory shall not be construed as an endorsement of the firm.

## PREQUALIFICATION

The Department maintains on file the qualifications and key personnel for each approved discipline, as well as any required samples of work. Each year on the anniversary date of the company, the firm shall renew their prequalified disciplines. If your firm has not renewed its application as required by your anniversary date or if your firm is not currently prequalified, please submit an application to the Department **prior** to submittal of your letter of interest. An application may be accessed at <https://apps03.dot.state.nc.us/vendor/prequal>. Having this data on file with the Department eliminates the need to resubmit this data with each letter of interest.

Even though specific DBE/MBE/WBE goals are not required for this project, the Department of Transportation is committed to providing opportunity for small and disadvantaged businesses to perform on its contracts through established Department goals. The Firm, subconsultant and sub-firm shall not discriminate on the basis of race, religion, color, national origin, age, disability or sex in the performance of this contract.

## EVALUATION

All qualified firms who submit responsive letters of interest will be considered.

The evaluation of firms submitting letters of interest for this project will be based on the following considerations and their respective weights:

1. Firm's experience, knowledge, familiarity and past performance with highway construction and CEI services; 50%
2. The firm's experience and staff to perform the type of work required; 50%

After reviewing qualifications, if firms are equal on the evaluation review, then those qualified firms with proposed SPSF participation will be given priority consideration.

## FORMAT FOR SUBMISSION OF A PROFESSIONAL SERVICES MANAGEMENT UNIT LETTER OF INTEREST

All letters of interest are limited to fifteen (15) pages (RS-2 forms are not included in the page count) inclusive of the cover sheet, and shall be typed using a minimum 10 pt. font on 8 1/2" x 11" sheets, single spaced, one sided. **ONLY ELECTRONIC LETTERS OF INTEREST WILL BE ACCEPTED.** Letters of interest containing more than fifteen (15) pages will not be considered.

Letters of Interest should be submitted in .pdf format using software such as Adobe, CutePDF, PDF Writer, DocuDesk, deskPDF, etc.

One copy of the Letter of Interest should be sent (via NCDOT's FTS system) to the following e-mail address **as a .pdf file**: [psmu-411@ncdot.gov](mailto:psmu-411@ncdot.gov). The FTS system will send you an

electronic receipt when your LOI is downloaded to PSMU's server. The subject line should contain the Firm's Name, and "LOI for 2014 CEI LSA".

If an interested firm does not have an FTS account they should send a request through e-mail to [psmu-411@ncdot.gov](mailto:psmu-411@ncdot.gov) . A response will be sent via the FTS system that will provide a login username, password, and login procedures.

### **Section I - Cover/Introductory Letter**

The introductory letter should be addressed to Mr. Scott D. Blevins, P.E., Manager of the Professional Services Management Unit. Said letter is limited to two (2) pages and should contain the following elements of information:

- Expression of firm's interest in the work;
- Statement of whether firm is on register;
- Date of most recent private engineering firm qualification;
- Statement regarding firms possible conflict of interest for the work; and
- Summation of information contained in the letter of interest **including an email address and telephone number for the firm's contact person.**

### **Section II - Evaluation Factors**

This section is limited to five (5) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify project personnel qualifications and experience as related to this work;
- Unique qualifications of key team members;
- Identify type and location of similar work performed within last seven (7) years;
- Understanding of project approach; and
- Any innovative approaches to be used.

**Note:** If a project team encounters personnel changes, or any other changes of significance dealing with the company, NCDOT should be notified immediately.

### Section III - Supportive Information

This section is limited to eight (8) pages and should contain the following information:

- Capacity Chart/Graph (available work force);
- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel;
- Names, classifications, and location of the firm's North Carolina employees and resources to be assigned to the advertised work; and
- Other information.

### APPENDICES-

#### CONSULTANT CERTIFICATION Form RS-2

**Completed Form RS-2 forms SHALL be submitted with the firm's letter of interest.**

This section is limited to the number of pages required to provide the requested information.

Submit Form RS-2 forms for the following:

- Prime Consultant firm (Prime Consultant Form RS-2 Rev 1/14/08), and
- ANY/ALL subconsultant firms (Subconsultant Form RS-2 Rev 1/15/08) to be or anticipated to be utilized by your firm.

Complete and **sign** each Form RS-2 (instructions are listed on the form).

In the event the firm has no subconsultant, it is required that this be indicated on the Subconsultant Form RS-2 by entering the word "None" or the number "ZERO" and **signing** the form.

The required form is available at: <https://apps.dot.state.nc.us/quickfind/forms/Default.aspx>.

Private consulting firms are invited to have letters of interest for furnishing Construction Engineering and Inspection Services **E-MAILED** to the Professional Services Management Unit by **12:00 p.m. on July 17, 2014. Letters of interest received after this deadline will not be considered.**

**Firms submitting letters of interest are encouraged to carefully check them for conformance to the requirements stated above. If letters of interest do not meet ALL of these requirements or if they are sent by any other means other than NCDOT's FTS system, or to**

**any address other than [psmu-411@ncdot.gov](mailto:psmu-411@ncdot.gov) they will be disqualified. No exception will be granted.**

The e-mail address is:

**[psmu-411@ncdot.gov](mailto:psmu-411@ncdot.gov)**

Any questions concerning the advertisement or the scope of work should be directed to Scott Blevins, PE, at [sblevins@ncdot.gov](mailto:sblevins@ncdot.gov) or by telephone at 919-707-7132.

If you feel information provided is inadequate to submit a letter of interest, please contact Mr. Scott Blevins.

The firm(s) selected will be notified by **August 6, 2014**. Notification will not be sent to firms not selected.

The firm(s) selected will be listed on the Internet at <https://connect.ncdot.gov/letting/Pages/Private-Engineering-Firm-Advertisements-.aspx> by **August 8, 2014**.